

DIRECTOR OF LEGAL AFFAIRS AND ENFORCEMENT

3555

STATE ELECTIONS ENFORCEMENT COMMISSION JOB OPPORTUNITY DIRECTOR OF LEGAL AFFAIRS AND ENFORCEMENT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
BOTTOM OF THIS PAGE!**

Open To: The Public
Location: 20 Trinity Street, Suite 101, Hartford, CT 06016
Hours: 40 hours
Salary: \$86,757-111,291
Closing Date: August 8, 2006

General Knowledge: Considerable knowledge of State and Federal election laws; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of the Uniform Administrative Procedures Act; knowledge of legal practices and procedures in Connecticut; knowledge of the legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to draft and interpret and analyze legal material.

Preferred Skills and Ability: Considerable ability and knowledge of investigatory techniques; considerable ability to present and supervise cases at administrative hearings; ability to direct and motivate a team of attorneys and investigators; ability to work under pressure and manage time sensitive case flow; litigation skills.

General Experience: Four (4) years experience practicing law including some experience performing legal work in the area of election law or a closely related field.

Special Experience: Must be admitted to practice law in Connecticut.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.



Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (PLD-1) by August 8, 2006 to:

STATE ELECTIONS ENFORCEMENT COMMISSION
ATTN: KATHY SKOMRO
20 TRINITY STREET
HARTFORD, CT 06106
860-566-4402

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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